

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, January 25, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- Open Enrollment – February 6 – April 28, 2017

IV. Information & Discussion:

- A. J.C. McKenna All S.T.A.R.R.S. (Students That Are Respectful, Responsible and Safe) Program.
- B. Additional JV Baseball Level 2 and Additional Coach.
- C. School Start Date Waiver for 2018-2019.
- D. Hard to Fill Positions.
- E. Administrator Compensation Committee 2016-2017 Recommendations.
- F. 2018 Potential Referendum Update.

V. Budget Finance – Chair, Hammann:

- A. Discussion Items:
 - 1. 2015-2016 Financial Audit Statement Presentation.
 - 2. Evansville Education Foundation Update.
 - 3. Certified Staff Compensation Committee Update.
 - 4. Administrators Compensation Committee Update.
 - 5. Insurance Committee Update.
- B. Develop Budget Finance Agenda Items for February 22, 2017, Meeting.

VI. Business (Action Items):

- A. Approval of School Start Date Waiver for 2018-2019.
- B. Approval of Staff Changes: Hiring of Co-Curricular Coach, Middle School Track.
- C. Approval of Additional JV Baseball Level 2 and Additional Coach.
- D. Approval of Administrator Compensation Committee 2016-2017 Recommendations.

- VII. Consent (Action Items):
 - A. Approval of Policy #343.3 Rule–Online Learning/Virtual School Program-Administrative Rule.
 - B. Approval of January 11, 2017, Regular Meeting Minutes.

- VIII. Policies – Chair, Hammann:
 - A. First Reading:
 - 1. #352-School Sponsored Excursions.
 - 2. #352.1-Overnight Excursion Regulations.
 - 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 - 4. #352.2 (#352.3)-Planning and Supervision of School Trips.
 - B. Second Reading:
 - 1. #342-Programs for Students With Disabilities.
 - 2. #342.1-Local Agency Special Education Program.
 - 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.

- IX. First Reading of Employee Handbook Suggested Proposed Changes:
 - #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
 - #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
 - #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
 - #4. Clerical Items.

- X. Board Development – Chair, Braunschweig:
 - A. 2016-2017 Continuous System Improvement (CSI) Plan.
 - B. Wisconsin Association of School Board January Convention.
 - C. Develop Board Development Agenda for February 22, 2017, Meeting.

- XI. Future Agenda’s – January 28, 2017, Special Meeting/Financial Retreat and February 8, 2017, Regular Meeting Agendas.

- XII. Adjourn.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, January 25, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
Eric Busse Jane Oberdorf
John Rasmussen Keith Hennig

II. **Approve Agenda.**

Suggested Motion: I move we approve the agenda as presented.

III. **Public Announcements/Recognition/Upcoming Events:**

- Open Enrollment – February 6 – April 28, 2017

IV. **Information & Discussion:**

- A. J.C. McKenna All S.T.A.R.R.S. (Students That Are Respectful, Responsible and Safe) Program – *Last year, J.C. McKenna started a new tradition of recognizing students each quarter who are positive representatives of the core character traits that make our middle school a great place to learn. They are called J.C. McKenna All S.T.A.R.R.S. (Students That Are Respectful, Responsible, and Safe). We are proud to celebrate these amazing students at a breakfast with their families. At this celebratory breakfast, students will be presented with a certificate and a letter describing their achievements. Staff members also speak about each student and share the wonderful things that they bring to J.C. McKenna. Teachers will be presenting. Enclosed is a letter that is sent home to parents.*
- B. Additional JV Baseball Level 2 and Additional Coach – *Athletic Director, Mr. Cashore has enclosed information. Action will take place later on in the meeting.*
- C. School Start Date Waiver for 2018-2019 – *A number of school districts in the area are looking at submitting a similar letter as the one enclosed. Mr. Roth gathered and shared information with the Calendar Committee regarding a possible school calendar waiver. At this time Mr. Roth recommends signing the waiver and delaying any change to the school year calendar until the 2018-2019 school year. Action will take place later on in the meeting.*
- D. Hard to Fill Positions – *Ms. Hammann and Ms. Oberdorf will lead this discussion. Enclosed is information.*

- E. Administrator Compensation Committee 2016-2017 Recommendations – *This Committee has enclosed the 2016-2017 recommendations for the Administrators. Action will take place later on in the meeting.*
- F. 2018 Potential Referendum Update – *Mr. Roth is waiting for the District’s legal counsel to review the Architectural Firm Agreement with Bray. Board will act on this at the January 28 special meeting. After signing the Architectural Firm Agreement with Bray Architects, the next step is to get out Construction Manager (CM) Requests for Proposals.*

V. Budget Finance – Chair, Hammann:

A. Discussion Items:

- 1. 2015-2016 Financial Audit Statement Presentation – *Mr. Swanson has enclosed the statements.*
- 2. Evansville Education Foundation Update – *Ms. Hammann will give an update.*
- 3. Certified Staff Compensation Committee Update – *The Committee is meeting on Monday, January 23, to develop a communication plan for certified staff, explaining the compensation model.*
- 4. Administrators Compensation Committee Update – *Enclosed are the unapproved minutes of January 9th meeting.*
- 5. Insurance Committee Update – *The next meeting is Monday, January 23.*

B. Develop Budget Finance Agenda Items for February 22, 2017, Meeting.

VI. Business (Action Items):

A. Approval of School Start Date Waiver for 2018-2019 –

Suggested Motion: I move we approve the District asking DPI to waive the school year start date for 2018-2019.

B. Approval of Staff Changes: Hiring of Co-Curricular Coach, Middle School Track – *Please approve the hiring of Tess Thornton, Middle School Track Coach. Tess will fill the new middle school track position. Tess is an Evansville High School graduate, a former successful track athlete and is currently teaching at Levi Leonard Elementary School. Tess will be paid a stipend of \$1,476.*

Suggested Motion: I move we approve hiring Tess Thornton, as a Middle School Track Coach, for a stipend of \$1,476.

C. Approval of Additional JV Baseball Level 2 and Additional Coach –

Suggested Motion: I move we approve an additional JV baseball level 2, and an additional coach.

D. Approval of Administrator Compensation Committee 2016-2017 Recommendations –

Suggested Motion: I move we approve the Administrators' Compensation Committee 2016-2017 recommendations as presented.

VII. Consent (Action Items): Do You Want To Remove Any Items?

- A. Approval of Policy #343.3 Rule–Online Learning/Virtual School Program-Administrative Rule.
- B. Approval of January 11, 2017, Regular Meeting Minutes.

Suggested Motion: I move we approve the consent items: policy #343.3 Rule-Online Learning/Virtual School Program-Administrative Rule and the January 11, 2017, regular meeting minutes, as presented.

VIII. Policies – Chair, Hammann: *Policies enclosed.*

- A. First Reading:
 - 1. #352-School Sponsored Excursions.
 - 2. #352.1-Overnight Excursion Regulations.
 - 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 - 4. #352.2 (#352.3)-Planning and Supervision of School Trips.
- B. Second Reading:
 - 1. #342-Programs for Students With Disabilities.
 - 2. #342.1-Local Agency Special Education Program.
 - 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.

IX. First Reading of Employee Handbook Suggested Proposed Changes:

Enclosed are the unapproved minutes of the Employee Handbook Committee meeting on January 9, 2017, and the suggested proposed changes, with input of the Committee.

- #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
- #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
- #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
- #4. Clerical Items.

X. Board Development – Chair, Braunschweig:

A. 2016-2017 Continuous System Improvement (CSI) Plan – Upcoming meetings:

- *Climate and Culture – February 21*
- *Communication and Community Engagement - _____*
- *Facilities, Operations and Transportation – January 30*
- *Staff and Student Teaching and Learning – February 14*
- *Technology – January 24*

B. Wisconsin Association of School Board January Convention – Mr. Busse, Mr. Rasmussen, Mr. Roth, and Mr. Swanson will debrief on the convention.

C. Develop Board Development Agenda for February 22, 2017, Meeting.

XI. Future Agenda's – January 28, 2017, Special Meeting/Financial Retreat and February 8, 2017, Regular Meeting Agendas.

XII. Adjourn.

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION

1. Upcoming Board Meetings:

- Saturday, January 28, 8:00 am
- February 8, 2017
- February 22, 2017

J.C. McKenna All S.T.A.R.R.S.



January 9, 2017

Dear Parent(s)/Guardian(s) of _____ :

It is with great pleasure that we invite you and your child to our Breakfast of Champions recognition! Your child has demonstrated outstanding contributions to our learning community, and has been selected as one of our J.C. McKenna All S.T.A.R.R.S. (Students That Are Respectful, Responsible and Safe). We would like to honor your child on Friday, January 20, 2017, at a breakfast and short program from 7:15 a.m. until 7:45 a.m. We look forward to seeing you, and please feel free to invite grandparents or other significant people in your child's life.

If you have any questions, please contact Jen Holm, School Counselor, at 608-882-3304 or holmj@evansville.k12.wi.us. Also, so we may plan accordingly, please RSVP to Mrs. Holm with the number of people that will be attending by this Friday, January 13.

Congratulations and thank you for making our middle school a great place to learn!

Sincerely,

Mr. Jason Knott
Principal
J.C. McKenna Middle School

BASEBALL JV2 PROPOSAL

Proposal:

Add JV2 (Frosh) level to the high school baseball program due to an increase in participants. The normal range of participants has been 23 to 30 over the past 10 years for varsity and JV1 levels combined. The 2017 season is predicted to have 40 participants and 19 are incoming frosh. Adding the JV2 level to our current programming will provide our incoming frosh an opportunity to participate and develop in our high school baseball program. The proposal would include a 10-14 game schedule.

District Costs:

- 7 home contests requiring 2 umpires (\$48 each) for each home contest=\$672
- 7 away contests requiring transportation to and from the contest estimated at=\$1225
- Total estimated District Cost=\$1,897
- All additional startup costs (uniforms, equipment and supplies) will be covered by Baseball Youth of Evansville resources.

Coach:

This proposal would need approval from the Board of Education to hire an additional coach for the proposed JV2 level at a cost of \$1.

December 5, 2016

School Calendar DPI Waiver Rationale

Wisconsin is one of the few states which has a law that established a school start date. Wisconsin Act 16 eliminated the provision which allowed school districts to commence its school term before September 1. Act 16 allows a school district to commence its school term before September 1 if the school board makes a request (including the reason) to the Department of Public Instruction (DPI). The department may only grant a request if it determines that there are extraordinary reasons for granting it. DPI was also required to develop administrative rules to implement and administer this provision.

The Clinton Community School District has developed two calendars for the 2017-18 school year. One calendar follows the current law with the official start date scheduled for September 5th. September 1 falls on a Friday in 2017 and the administration determined it was not a good idea to start school on a Friday of Labor Day weekend; therefore, the first day of school would be Tuesday, September 5. **The second calendar developed would require an approved waiver from DPI and school would start on August 21, 2017.**

The current law is not in the best interest of students and education as a whole. I have outlined below rationale and justification for why the legislature needs to address this issue and change our current school start date law to allow all school districts in Wisconsin to start a school year **determined by their locally elected School Board.**

The Clinton Community School District Board of Education is officially requesting a waiver from the Department of Public Instruction to start school on August 21, 2017 for the academic, social, and emotional benefit of our students.

1. Student Engagement:

By starting school on Monday, August 21, students and even parents are ready to return to school. By starting August 21st, students would then finish the year on May 25th rather than June 6th. It is difficult for students to focus on school work and the school day once we hit the month of June: the later into June school goes (factoring inclement weather days) the more difficult it is for students to focus on school.

2. Increased Preparation for ACT and Advanced Placement testing:

By starting school on Monday, August 21, our students taking AP tests, and ACT tests would have 11 more instructional days to prepare, study and receive classroom instruction prior to taking these high stakes assessments.

3. State Mandated Assessments:

By starting school on Monday, August 21, our students taking state mandated assessments would have significantly more instructional days to prepare, study

and receive classroom instruction prior to taking the required assessments.

4. Post Secondary Schedule Alignment:

We are trying to encourage students to participate in youth options, course options, and dual credit classes: therefore, our calendar needs to be more in line with the post secondary school calendars. Most post secondary schools begin classes in mid-August. If we have a student take a youth options class at college with the way our current school calendar is set up, they will start their college classes two or three weeks before our school district classes begin.

5. Illinois Schools:

As a district that borders Illinois, we witness our partners across the border start school in mid-August and are done in late May. The tourists that visit our town and others across the state from Illinois are not traveling in droves pumping tourist dollars into local economies because school is already in session for those that reside in Illinois. The tourist argument to start school after September 1st is not a valid argument.

6. Co-curricular Schedule:

The co-curricular schedule makes it nearly impossible for families to take vacations in August, thus negatively impacting student participation in athletics and securing quality coaches. We are noticing that fall athletic participation rates are declining and it is becoming more difficult to hire qualified coaches because of the reluctance to give up multiple weeks of summer break. The following is the beginning of our 2017-2018 co-curricular schedule (prior to September 1):

	First Day of Practice	Game/Contest Before September 5th	Games/Contests Before August 21st
Football	July 31	3	1
Volleyball	August 14	3	0
Cross Country	August 14	2	0

Having this many contests prior to the start of school inhibits participation including school and community spirit. As a school district that recently witnessed the community fervor surrounding our football team which made it to sectional finals, it is disheartening to know that next year's student-athletes will have three games prior to the start of school where it's inevitable they will see less attendance at those games from fellow students and community members.

7. Deer Season Absentee Rate:

Each school district has its unique circumstances when it comes to the school

calendar and events that influence those decisions. In our district, and in many others across the state, one of those events happens to be deer season. We really have two options regarding our school calendar and deer season.

- Have school on Monday and Tuesday of that week and take Wednesday, Thursday (Thanksgiving Day) and Friday off. We chose this option this past year and saw a significant spike in our absentee rate. We witnessed three times the norm of student absences on Monday and Tuesday of deer hunting week. This made it very difficult for our teachers to deliver instruction with so many students absent.
- Our second option is to take the entire week off. We are considering utilizing this option in the future as missing three times the norm of our student body is not conducive for closing the achievement gap and providing a high quality educational experience for all students. Since September 1 falls on the Friday of Labor Day weekend for the 2017-18 school year, we are forced to start school on Tuesday, September 5; therefore, we will need to add curriculum days in June to make up for taking days off to accommodate our constituent base who understand the tradition of deer hunting and the revenue stream outdoor activities provides to the state. If we were able to start earlier, this local decision would have less of an impact on our students and their families. The start date law hampers our ability to make local decisions that are in the best interest of our families.

8. Local Control:

The example above in #7 is just one illustration of why local control is so important. Each school district in the state of Wisconsin needs the authority to start the school year on the date which best suits that school district and community. This is done in most states. Locally elected school board members need to determine when their school year should start and end... **not our legislators in Madison!** Whether a school district wants to start the school year in August, September 1 or after Labor Day that should be a **local** decision. We need to do what is best for our students education, their families and our communities.

9. Republican Platform 2016:

Wisconsin and the nation recently elected members of the Republican Party into majority party control. Based on language of the Republican Platform 2016, "Big government undermines federalism" and "local taxpayers can decide for themselves what is best for their own communities" as rational for why local elected school officials should determine school start dates. Why are our elected Republican officials not adhering to the virtues of the party by providing more local control and allowing locally elected school board members to determine when their school year should start and end?

10. Exceeding Revenue Cap:

The state feels it is in the best interest to have local control in funding schools by mandating that school districts turn to the ballot box to exceed the revenue cap. As a financially struggling school district, Clinton Community School District was recently forced to ask the voters to approve an operating referendum. The voters overwhelmingly supported the ballot initiative allowing the district to exceed the revenue cap on a recurring basis. If the state feels it is in the best interest to have local control in funding schools, why doesn't the state also feel it is in the best interest to have local control as to when students of the district start school?

11. Charter and Voucher Schools:

Currently, independent charter schools and private voucher schools receive over three hundred million dollars of taxpayer money and can start school prior to September 1st. Why is it that these entities can do what local public schools can't? Are their students more or less important?

12. State Superintendent 2017-18 and 2018-19 Biennial Budget Proposal:

State Superintendent Tony Evers stated on p. 7 of his Biennial Budget Proposal, *"The Department requests a change to current law under s. 118.045, Wis. Stats., which prohibits school districts from commencing the school term prior to September 1. The Department requests that MPS be provided an exception to this provision in state law, to allow the district to maximize learning opportunities"*

Our State Superintendent and the Department of Public Instruction recognizes that starting school prior to September 1st is good for students and good for learning. The Clinton Community School District's view is that all school districts in the state of Wisconsin should have the same learning opportunities.

In summary, the Clinton Community School District Board of Education and District Administrator are formally requesting a waiver from the Department of Public Instruction to start school on August 21, 2017. We are in support of repealing the September 1, start date law and we would like to see local control on the School Calendar. Thank you for your time and consideration.

Sincerely,

Jim Brewer
Clinton Community School District, District Administrator

The Evansville Community School District Board of Education values all staff and their contributions to creating a positive learning environment. The Board also acknowledges the challenges brought by Labor Market Forces in the attraction and retention of high quality staff in shortage areas. Addressing the issues piecemeal can lead to unexpected expenditures and may increase staff anxiety regarding pay equity. Therefore, the board recommends this policy to create continuity in the area of hard-to-fill positions.

(Stolen from WASB policy July 2016)

The Board, in its sole discretion shall grant a salary adjustment to any teacher in a shortage area. Shortage areas are defined by the Board annually and shall be based on a combination of the DPI emergency license applications for the most recent year and the Administrative Team's experience in hiring for these positions.

The granting of the additional salary adjustment is only applicable during individual contract year(s) in which the staff member is certified and teaching in particular teaching assignment and certification area that was provided additional salary adjustment. If the staff member transfers or is reassigned outside of the area where additional salary adjustment was provided to an area where the above certification(s) or degree(s) are not required, or they no longer possess such required industry certification(s) or degree(s), they shall forfeit the salary adjustment. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary adjustment shall be pro-rated for the portion of the contract year where they possessed the certification(s)/industry degree(s) and were teaching in the area that received the additional salary adjustment.

The offer of the above additional salary adjustment is at the sole discretion of the District. The district may modify, amend or delete this additional salary adjustment without violating the non-renewal provisions set forth section 118.22, Wisconsin Statutes. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher's individual contract. Such modification, amendment or deletion of the salary adjustment is not subject to the District grievance procedure.

Process:

1. The Board shall annually prioritize shortage areas using the most current emergency DPI license data and district experience. The Policy Committee shall provide the annual updates of DPI emergency license data and the Administrative Team shall provide the list **based on hiring experience** to the Policy Committee. A spreadsheet indicating historical data shall be maintained going forward for both lists. Also need: data needed by **September 1** to be the factor **into the hiring process**.
2. Successful candidate for shortage area is offered a base salary commensurate with the compensation schedule.
3. Additional salary shall be offered depending on Board priority list.
4. Such supplemental salary is linked to the position and not the candidate/employee.
5. The district shall identify all employees in shortage areas.
6. The plan shall be phased in over multiple years, with the hardest to fill positions beginning in year 1, and descending in priority order in the following years.

7. The district shall create a budget line item for this purpose. Note: From Certified Staff Compensation meetings, instead of taking from the Certified group only, pool all salaries and take a percentage of that salary pool necessary/based on data to implement into the budget process.
8. Shortage areas may fluctuate over time and must be reviewed annually to remain market sensitive.
9. Supplemental salary offer shall be contingent on market forces, including but not limited to market averages for that position and the number and quality of applicants.

Data for first priority listing 2016-17

Administrative Team Priority List created 5/31/16 1 is hardest to fill

District Wide	% Emergency Licenses Granted 2015-16
1 Business Mgr	0.16%
1 Data Specialist	NA
1 School Psychologist	0.41%
2 Director of Buildings and Grounds	NA
2 Payroll	NA
2 Technology Director	NA
3 OT/PT/SPL	NA
EHS	
1 Agri-Science	0.65%
1 FACS	1.71%
1 Spanish	2.0%
1 Tech Ed	1.3%
2 Business Ed	2.4%
2 Math	2.59%
2 Science	6.31%
3 LMS	3.71%
3 Special Ed	27.12%
JCMMS	
1 FACS	1.71%
1 Tech Ed	1.3%
2 Business Ed	2.4%
3 LMS	3.7%
3 Special Ed	27.12%
TRIS and LLE Both	% Emergency Licenses Granted 2015-16
3 LMS	3.7%
3 Special Education	27.12%

Emergency Licenses Granted in 2015-16 in descending order

Area	% Emergency Licenses Granted (N=1695)
Special Ed	27.12%
Bilingual Ed	16.63%
Reading	7.08%
Science	6.31%
Early Childhood	5.72%
Administrators	5.66%
Instructional LMS	3.71%
Regular Ed	3.60%
Foreign Language	3.07%
Counseling	2.83%
Math	2.59%
Business	2.59%
Arts	2.42%
Alt Ed	1.95%
FACS	1.71%
Tech Ed	1.30%
Vocational Ed	1.18%
English	1.06%
Social Studies	0.94%
Driver's Ed	0.83%
Ag	0.65%
Health	0.59%
Phys Ed	0.41%

1/11/17

Administrator Compensation Committee
2016-2017 Recommendations

1. Administrator salary increase of 1.5% for the 2016-2017 school year.
 - The Business Manager will not receive the increase because he is new and has a current salary.
 - The Director of Curriculum and Instruction because she has already received an increase.
2. Provide administrators with the same days off during the school year as the certified staff.
(See the attached school year calendar.)
3. Provide administrators with reimbursement for unused sick days at retirement as the certified staff receive.

Employee Handbook – page 51

8. For teachers hired before July 1st, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.

minutes

Administrative Compensation Committee		
01.09.2017	1:30-2:30	DO Board Room
Meeting called by	John Rasmussen	
Note taker	Janessa Katzenberger	
Minutes approved	1 st : Jerry. 2 nd : Barb; motion carried.	
Attendees	John Rasmussen, Melissa Hammann, Barb Dorn, Jerry Roth, Jason Knott, Joanie Dobbs, Janessa Katzenberger, Scott Everson, Alice Murphy, and Brian Cashore	
Approval of Job Descriptions		
HS Principal / AP		
Approved. 1 st : Melissa 2 nd : Alice; motion carried.		
Action Items	Person	Deadline
Rock Valley Administrator Salary Comp Study		
Discussion		
<p>Melissa explained her revisions to the RV comparable - revisions helped paint a better picture describing where each position stood as compared to similar positions in other districts.</p>		
<p>Jerry explained that we, as an admin team, did not feel comfortable telling the Board what to do, but suggested that we do not take from one person/group to pay for another person/group.</p>		
<p>Barb noted that the MS average is less than an elementary school principal on the spreadsheet – and questioned why a MS principal would be paid less than an elementary school teacher.</p>		
<p>Melissa acknowledged that, typically a middle school principal is paid more than an elementary school teacher, but the RV averages did not play out this way.</p>		
<p>Scott suggested increasing vacation days for positions that are “under paid” to make them commensurate. Jerry asked the input of Joanie and Barb and explained that he would like to see those days taken during the summer, not school year. Joanie explained that they don't use their vacation days now.</p>		
<p>Jerry asked to we provide our recommendation to the Board. Melissa explained that Janessa's salary is the lowest and that we talked about getting her to some level commensurate with others. She would like to start there when bringing suggestions to the Board.</p>		
<p>Melissa would like to recommend the payout for sick days during retirement and increase vacation days to be the same as teachers during the school year.</p>		
<p>Melissa is concerned about the current salaries as they are. Pupil Services and Elementary School principals need to increase their salaries.</p>		
<p>Jerry suggested to increase administrative salaries by 1.5% as budgeted and bring Dir of Student Services, LLE and TRIS principals up to the 90%.</p>		
<p>Melissa explained that the three positions listed may not also receive the 1.5% increase if they are getting a pay raise. Alice and Steve also have their salaries in place, so they will not receive the 1.5% increase.</p>		

minutes

Conversation continued around % vs. dollar increase:

- Jerry suggested that, instead of a percentage we go to 90k for Janessa, 93k for elementary and 94k for Jason.
- Melissa indicated that they are still very low.
- Team discussed going with a percentage over a dollar amount. Melissa suggested moving positions to the 88% mark this year and then 92% next year. This provides an equitable goal for everyone.
- Jerry does not see how an elementary/intermediate school principal would make more than a middle school principal. He cannot make less than the elementary school principals.
- Joanie suggested calculating the difference between the MS and LLE principal and then provide Jason with the difference.
- Jerry suggested that he and Melissa work on a proposal and then email it out to us before taking it to the Board.
- Melissa would like to make it clear that the goal is not to stay at 88% - she would like to see this number increase each year.
- Barb clarified that we would never be where we want to be with this model.
- Team agreed and decided to meet again to target a specific salary.
- Jerry suggested making two proposals to the board - one for the nonmonetary items and another motion for a monetary recommendation.
- Do we want to connect to the RV averages? If so, provide a ranking of each position within their district.
- Averages will always be skewed due to experience of other comps.

Action Items	Person	Deadline
Proposal to the Board to recommend a 1.5% increase and nonmonetary items	Jerry, Melissa	
Melissa to come up with some options	Melissa	
Future Agenda Items		
Discuss Melissa's new salary structures		
Next meeting: February 6, 2017, at 1:30	Kelly (Jerry to remind)	

Approved: _____



December 10, 2016

To the Board of Education
Evansville Community School District
Evansville, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Evansville Community School District for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State Single Audit Guidelines*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 6, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Evansville Community School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by Evansville Community School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the school district's financial statements were:

Management's estimate of the other post-employment benefits (OPEB) liability is based on the unit credit actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability is based on the unit credit actuarial cost method as determined by Wisconsin Retirement System (WRS). We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable lives of property and equipment is based on the actual cost or estimated historical costs, based on inventories conducted by an independent third party. We evaluated the key factors and assumptions used to develop the estimate of the depreciable lives of property and equipment in determining that it is reasonable in relation to the financial statements taken as a whole.

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info@wegnercpas.com
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The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 10, 2016. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Evansville Community School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Evansville Community School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis (MD&A), Budgetary Comparison Schedule, Schedule of Funding Progress for Postemployment Benefit Plans Other than Pension, Schedule of Employer Contributions, Schedule of Changes in Net Pension Liability, and Schedule of Funding Progress for Pension Plans, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Combining Balance Sheet - General Fund, Combining Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund, Combining Balance Sheet - Nonmajor Governmental Funds, Combining Statement of Revenue, Expenditures, and Changes in Fund Balance - Nonmajor Government Funds, Schedule of Changes in Assets and Liabilities - Agency Funds, and the Schedule of Expenditures of Federal and State Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements of OMB's *Uniform Administrative Requirements, Cost Principles, and Audit*

Requirements for Federal Awards, the State Single Audit Guidelines, and accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the board of education and management of Evansville Community School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in black ink, appearing to read "Scott R. Haumersen", with a long horizontal flourish extending to the right.

Scott R. Haumersen, CPA
Partner

Evansville

Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

Steve Swanson
Business Manager
swansons@evansville.k12.wi.us

Jessie Backes
Business Services Assistant
backesj@evansville.k12.wi.us

November 10, 2016

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of Evansville Community School District, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 10, 2016, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 25, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the School District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the School District from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of Board of Education or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the School District and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the School District's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the School District's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
21. We have a process to track the status of audit findings and recommendations.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
24. The School District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
27. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
28. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
29. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
30. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We acknowledge our responsibility as it relates to those nonattest/nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.
31. Except as made known to you, the School District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

32. The School District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
33. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
34. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
35. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
36. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
37. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
38. Provisions for uncollectible receivables have been properly identified and recorded.
39. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
40. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
41. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
42. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
43. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
44. We have appropriately disclosed the School District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
45. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
46. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

47. With respect to federal and state award programs:

- a. We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines*, including requirements relating to preparation of the schedule of expenditures of federal and state awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal and state awards (SEFSA) and related notes in accordance with the requirements of the Uniform Guidance and the *State Single Audit Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with the Uniform Guidance and the *State Single Audit Guidelines*. The methods of measurement or presentation of the SEFSA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFSA.
- c. If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and the *State Single Audit Guidelines* compliance audit, and have included in the SEFSA, expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal and state awards, federal and state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and major state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including, when applicable, those set forth in the *OMB Compliance Supplement* and the appendices to the *State Single Audit Guidelines*, relating to federal and state awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal and state awards.
- j. We have disclosed any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance

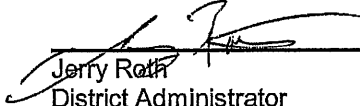
requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.

- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, if applicable, and the appendices to the *State Single Audit Guidelines*.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- s. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
- t. We have charged costs to federal and state awards in accordance with applicable cost principles.
- u. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and the *State Single Audit Guidelines*, and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
- v. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance and the *State Single Audit Guidelines*.

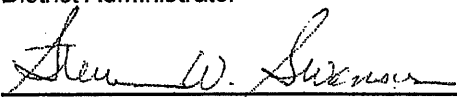
48. In regard to the bookkeeping services performed by you, we have—

- Assumed all management responsibilities.
- Designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services.
- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Evansville Community School District to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.



Jerry Roth
District Administrator



Steve Swanson
Business Manager

Revised: March 9, 2016

Reviewed: September 14, 2016

Revised:

1st Reading: 12/15/16; 2nd Reading: 1/11/17; 3rd Reading: 1/25/17

ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE

The Evansville Community School District participates as a member of the JEDI Virtual School consortium. JEDI is a public charter school that provides educational services to families whose students are seeking an educational option in the form of online coursework.

Online course options through JEDI include single course offerings or full-time enrollment in the virtual school.

I. JEDI Single Course Option:

A. Course Enrollment Approval:

The following criteria may be used to determine if students are permitted to enroll in virtual school online courses:

1. The course is not offered face-to-face by the District.
2. In rare cases, although the course is offered by the District, the student is unable to take the course due to an unavoidable scheduling conflict or special circumstance.
3. The course is needed to meet an individual education plan, a differentiated education plan, a 504 plan, or a plan to remediate credits for graduation.
4. The student is considered a qualified candidate according to the following criteria:
 - a) Course availability.
 - b) Seats open in available courses.
 - c) Course prerequisites are met.
 - d) Past successful academic record in online courses.
 - e) Past academic record in traditional courses.
 - f) Teacher recommendation.
 - g) Parent recommendation.
 - h) Student interview.
 - i) Other valid indicators deemed necessary by the District.
5. Approval by the principal.

B. Enrollment Procedures:

The following procedures and guidelines apply to students enrolled full-time in the District:

1. Students and parents/guardians shall discuss JEDI single course options with a school counselor and the District JEDI coordinator. The District JEDI coordinator shall review a syllabus and expected course pacing for each class of interest to determine the best options for the student and report to the counselor and the family regarding their findings.
2. Students shall indicate their intention to enroll in JEDI single courses during the normal course scheduling process for the following academic year. The District JEDI coordinator shall provide registration materials to families indicating JEDI single course options with detailed instructions for when they are due.
3. Not less than two weeks prior to the beginning of the term for which the student wishes to enroll in the class, the student and parent shall complete the JEDI single

course registration form and submit it to the counseling office with the tuition payment.

4. Students who have submitted applications and tuition payments in the designated timeline shall have access to the JEDI class platform by day one of the term enrolled.
5. Enrollment in virtual school online courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a case by case basis.
6. Student may enroll in up to two online courses per year.

C. A decision denying a request for a virtual school full-time or single course enrollment may be appealed to the District Administrator.

II. JEDI Virtual School Full-Time Option:

Students wishing to enroll full-time in the JEDI virtual school program as an alternative to traditional programming may request a meeting with parents, counselor, and a JEDI District Coordinator. School officials will then meet to determine the best placement of the student.

- A. Full-time virtual school students must complete all Evansville High School Graduation Requirements in order to receive a diploma from Evansville High School.
- B. Full-time virtual school students may request to rent a laptop provided by the District for a fee of \$50 annually

III. Virtual School and Online Course Policies and Procedures:

- A. Wisconsin Statutes for attendance apply.
- B. Acceptable internet and technology use policies, and all other applicable District policies apply.
- C. Students will be held accountable to the policies and procedures outlined in the JEDI Virtual School Student and Family Handbook.
- D. Grades received for virtual/online course work will count the same as other course grades. All grades received from virtual/online courses will be recorded on the official student transcript.
- E. Students are required to participate in state mandated assessments.
- F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
- G. Tuition Cost:
 1. Students enrolled in single courses are not responsible for the tuition associated with the course.
 2. Single courses which are taken by student choice for the purpose of student interest, enrichment opportunity, or to enhance a current course grade (retake the course) when a comparable course is offered by the school, will be charged the cost of tuition.
 3. Course time extensions to complete the course are set within allowable ranges by JEDI. Students who exceed the standard time extensions will be responsible for the additional cost incurred by JEDI.

Local Ref.: Policy #343.3 – Online Learning/Virtual School Program

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, January 11, 2017, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Hammann, Oberdorf, Hennig, Spanton Nelson, and HS Reps Roth and Parker.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the agenda as presented. Motion carried, 7-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Evansville High School AP District Honor Roll Recipient
- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017
- Open Enrollment – February 6 – April 28, 2017
- Crossing Guard Week - January 16 – January 20, 2017

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

High School Representatives, Ms. Roth and Ms. Parker presented high school events.

Mr. Braunschweig led discussion on the new high school course proposal, treble/mixed choir. Discussion.

Mr. Braunschweig presented school board election candidates.

Mr. Braunschweig led discussion on the certified staff compensation committee recommendation. Discussion.

Mr. Braunschweig led discussion of hard to fill positions and asked all to read document from Wisconsin Center for Education Research on Teacher Compensation. Discussion.

Mr. Braunschweig presented the Wisconsin Association of School Boards convention resolutions. Discussion.

Mr. Braunschweig led discussion on selection of architectural firms for a possible referendum. Discussion.

Mr. Braunschweig led discussion on sponsorship opportunities with the District. Discussion.

Ms. Hammann presented for a first reading, policies #342-Programs for Students With Disabilities; #342.1-Local Agency Special Education Program, and #342.11-IDEA Team Process Summary.

Ms. Hammann presented for a second reading, policy #343.3 Rule-Online Learning/Virtual School Program, Administrative Rule.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Mr. Hennig, seconded by Mr. Busse, moved to accept the resignation of High School Social Studies Teacher, Robert DeMeuse, effective January 20, 2017. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to hire Lindi Zettle, Cook 1, at a rate of \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the new high school course proposal of treble/mixed choir. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the Certified Staff Compensation Model and costing as presented by the Compensation Committee. Motion carried, 6-1 (Hammann)(voice vote).

Motion by Ms. Oberdorf, seconded by Mr. Busse, moved to approve Bray Architects, as the architectural firm to complete a facilities study and work with the District on a possible 2018 referendum. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve the consent agenda items: policies, #330-Curriculum Development, #330 Exhibit-Organization Chart, #331-Curriculum Documents, #331.1-K-12 Criteria for Curriculum Development, #333-Student Privacy, #333.1(333.2)-Student Surveys, and #334-Curriculum/Instructional Program Evaluation; December 14, 2016, Regular Meeting Minutes; and the December bills, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

January 25, 2017, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Hennig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 6:57 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 1/25/17
Mason Braunschweig, President

Revised: ~~August 12, 1991~~
Revised: ~~March 12, 2001~~
Reviewed: September 12, 2005
Revised: August 10, 2009
Revised:
1st Reading: 1/25/17

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SCHOOL SPONSORED EXCURSIONS

The **Evansville Community School District Board of Education** shall allow field trips and other school related excursions if such activities are judged to be of value by the principal. All out-of-school trips must have administrative approval.

Each overnight trip will be considered on its individual merits, but the school board will take into consideration at least the following in making a decision: (a) the educational purpose and the sponsor of the event (if any); (b) the number of school days to be missed; (c) the effect of the trip on other school activities; (d) the financial impact on individual families; (e) completion of proper arrangements. Such trips may be approved on a rotating basis to avoid conflicts and to the greatest extent possible, budgetary limitations for the district and students.

Funding arrangement for each trip must be approved by the building principal. Principals may approve overnight trips of only one night. Trips involving overnight stays of more than one night are permissible with principal support and approved by the board, including funding arrangements. The board should be informed of recurring annual trips after the initial year.

Parent permission slips must be signed in order for students to participate on all out-of-district school related excursions. All transportation for school-sponsored trips will be in accordance with state statutes.

The District reserves the right to require students to return home if student conduct warrants such action. The cost associated with the return to the ~~home demieile~~ home will be borne by the student and the family.

School transportation vehicles will normally be furnished for all school-sponsored excursions. Public transportation may be requested when deemed advisable by the building principal. All such travel shall be subject to budgetary limitations. School vehicles may not be used for trips which are not sponsored and/or financed by the school district. If it is necessary or advisable to use private motor vehicles to transport students, such vehicles shall be driven by a staff member or parent/guardian, and insurance and liability rest with the driver and vehicle owner. Students shall not be permitted to drive vehicles which transport other students.

The District is not responsible for student insurance coverage on school-sponsored excursions. The District advises all participants to acquire insurance coverage as is appropriate to the excursion, especially for extended or out-of-country travel. Participants on out-of-country excursions should adhere to all public health and medical recommendations and requirements.

Teachers and other school personnel shall accompany students on all excursions and shall assume responsibility for their proper conduct. The teacher or district-sanctioned person in charge of the group is responsible just as if the activity were conducted at school. Chaperones should provide close supervision and always be accessible to students. Chaperones are expected

to conduct themselves as they would during a normal teaching day. **Chaperones will be required to complete a background check.**

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
118.12(2)(a) (Duties and Powers of School Boards)
118.13 (Pupil Discrimination Prohibited)
120.12(2) (School Board Duties: General Supervision)
120.13(1) (School Board Powers)
121.54(7) (Transportation by School Districts)
895.437 (Use of Lodging Establishments)

Local Ref.: Policy #352.1 – Overnight Excursion Regulations
Policy - #352.2 – Planning and Supervision of School Trips
Policy #352.1 Form – Overnight Excursion-Parent/Guardian Permission

OVERNIGHT EXCURSION REGULATIONS

1. Excessive noise, disruptive or harassing behavior or any other ~~gross~~ **serious** misbehavior may result in the student **or group** being sent home at the expense of the parents/ ~~or~~ guardians. The decision shall be made by the school official in charge of the trip.
2. The presence of drugs and alcohol on or about a student is ~~absolutely~~ prohibited. If any student is found to be in possession of or using illegal drugs, said student shall be sent home immediately at the expense of his/her parents/ ~~or~~ guardians. There shall be no drinking of alcohol or entering taverns or bars during the entire trip. Any student who uses or is found to possess ~~liquor~~ **alcohol, tobacco/nicotine or other drugs** on the trip may be sent home ~~on the first available train, plane or bus out,~~ after the parents/ ~~or~~ guardians have been notified. The expense incurred by such action will be paid by the student and his/her parents/~~or~~ guardians.
3. Bag inspection may be held at any time by the chaperones.
4. Smoking/~~vaping~~/**electronic cigarettes** or any other use of tobacco products is prohibited at any time.
5. ~~No student is to be in a bedroom occupied by the opposite sex.~~
6. No student is to leave the **housing accommodations** ~~hotel or motor~~ inn after dark, unless accompanied by a chaperone.
7. No student is to leave his/her room after bed check in the evening.
8. All students will participate in all tours and other group activities.
9. For the safety of each student, parents/**guardians** will be expected to notify the school of any physical limitation or restriction their child may have which school officials should be aware (i.e., diabetes, fainting spells, epilepsy, etc.).
10. If any student is found guilty of any misdemeanor or criminal act while on the class trip, the responsibility of paying any fine will be borne by the student/parents and those parents/guardians will be responsible for providing transportation home.
11. ~~If a group of students break the rules and the tour escort believes it is serious, he/she may cancel the rest of the trip and send the entire class home, without financial loss to the Tour Company.~~
12. Each participating student must sign an agreement to abide by all rules and regulations, and his/her parent/guardian must give written permission for the student to go on the class trip.

Local Ref.: Policy #352 – School Sponsored Excursions

Policy #352.1 Form – Overnight Excursions-Parent/Guardian Permission

Policy #352.2 – Planning and Supervision of School Trips

OVERNIGHT EXCURSION – PARENT/GUARDIAN PERMISSION

Destination: _____ Date(s) of trip: _____

Student's Name: _____

Address: _____

Parent/Guardian Name: _____

Phone: _____

Alternate Contact Person: _____

Phone: _____

Physician: _____

Phone: _____

1. If emergency medical attention is necessary, I agree to have my **student son/daughter** taken to the nearest medical facility and to have medical attention rendered as deemed necessary by the attending physician.

INSURANCE GROUP & SUBSCRIBER NUMBERS: _____

2. If your **student son/daughter** has any medical disability, allergies, medication requirement, etc., please list them below. PLEASE BE COMPLETE AND SPECIFIC:

3. My **student son/daughter** does _____, does not _____, have any permission to swim on this trip. NOTE: Supervision of the pool area may not be provided.

4. Any other restrictions? Explain.

5. I have read the financial arrangements, the itinerary and guidelines for rules of conduct for this trip and do hereby give my consent for the student named to participate on this trip.

Parent/Guardian Signature

Date

PLANNING AND SUPERVISION OF SCHOOL TRIPS

~~Student field trips and co-curricular travel are an important part of the total educational experience in the Evansville School District. School sponsored excursions are a necessary extension of the classroom. During these experiences, teachers and volunteer chaperones have an obligation to demonstrate, through example and word, characteristics that will help students to learn the actions and responsibilities of productive people. Students have an obligation to obey school rules, demonstrate respect, and practice good behavior.~~

A sponsoring teacher shall request a field trip by completing a "Field Trip Request Form" and submitting it to the building principal. The form should be completed ~~well~~ **a minimum of one week** in advance of the actual trip. All field trips will be approved or disapproved, in writing, by the principal. Parental approval must be obtained before a student is allowed to participate in a field trip. A list of students participating in a field trip will be provided to the school office and all chaperones. Students may be assessed a fee to cover field trip costs. ~~but care should be taken to keep costs to a minimum.~~

Adequate adult supervision must be provided for each field trip. The number of chaperones and their duties will vary depending upon the nature of the field trip and the grade level of the students. **Volunteer chaperone duties** will be determined by the teacher prior to the principal's final review and approval of the trip.

Staff trained to deal with the health needs of students on the trip should be included as chaperones. The health **or medical needs** ~~concern~~ list should be reviewed at least one week prior to departure and the school nurse consulted to deal with health needs in time to develop contingency plans.

The staff member in charge, and other school personnel who assist, shall be responsible for knowing the trip site in relationship to any unusual hazards, safety conditions and/or special facilities. The staff member in charge is responsible for chaperones knowing their responsibilities. They should also:

1. Know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
2. Discuss standards for vehicle safety, conduct and courtesy with all students prior to the trip.
3. Make it clearly understood that no discourtesy, disobedience or defiant behavior will be tolerated.
4. Caution students to respect the property and rights of others.
5. ~~Be prepared for students with special problems or needs.~~
6. Provide a statement of expectations and responsibilities for chaperones and a list of students in their charge.
7. Staff member in charge will have at least one first aid kit and list of **student's health related needs** ~~concerns~~ available.

8. ~~The staff member in charge must assure that an approved trained chaperone is included to deal with health concerns of students involved.~~
9. For overnight excursions, make sure all chaperones and students have **all contact information**. ~~a copy of a toll free phone number (for example the hotel where they are staying) and a plan to get back in contact with the group if separated.~~
10. Chaperones on duty should be easily identified by students with a name tag or other identifier.
11. For overnight excursions, the staff member in-charge must have copies of medication forms and a plan in place for dispensing medications.

All staff and volunteer chaperones will abide by the following guidelines:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
- b. Chaperones will assume only those responsibilities as designated by the staff member in-charge.
- c. Chaperones will ride to and from the area of destination with the students in the same means of transportation provided for the students.
- d. Chaperones will have a list of students and emergency phone numbers available to them.
- e. Chaperones will abstain from use of alcohol, controlled substances or tobacco/**vaping/electronic cigarettes** ~~during the time they are responsible for supervision of the students, which is for the duration of the trip.~~
- f. Chaperones will follow procedures outlined by the staff member in charge in cases of emergency.
- g. ~~Chaperones will not transfer their role of a chaperone to another person during the time they are responsible for supervision of students, without the advanced approval of the staff member in charge.~~

~~Chaperones should not get involved in activities that would be different from normal teaching day duties. They are responsible for the group. In the area of personal conduct, chaperones should conduct themselves in a manner that reflects credit to the school. They must maintain reasonable behavior at all times. Volunteer chaperones should inform the staff member in charge of successes or problems so that mistakes can be corrected and the success of future trips promoted.~~

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
 118.12(2)(a) (Duties and Powers of School Boards)
 118.13 (Pupil Discrimination Prohibited)
 120.12(2) (School Board Duties: General Supervision)
 120.13(1) (School Board Powers)
 121.54(7) (Transportation by School Districts)
 895.437 (Use of Lodging Establishments)

Local Ref.: Policy #352 – School Sponsored Excursions
 Policy #352.1 – Overnight Excursion Regulations
 Policy #352.1 Form – Overnight Excursion-Parent/Guardian Permission

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Evansville Community School District Board of Education is committed to providing a free and appropriate education to all students, including student with a special education disability, within its jurisdiction in accordance with pertinent state and federal laws and is committed to providing a meaningful educational experience for all students, including students with disabilities. All students with disabilities ages 3-21 shall receive special education programming and related services to meet their individual needs.

The Board recognizes that special education programs and services are part of the total education program in the District and not a separate entity. The Board also recognizes the legal requirement that students with disabilities be educated in the least restrictive environment as appropriate to their individual needs. The District will provide appropriate special education and related services to all students with special education disabilities in accordance with federal and state laws and compliance requirements.

Specific educational programs and services for students with disabilities shall be determined by the student's individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law and the District, with or without accommodations, or in alternate assessments as outlined in the student's IEP.

The District shall appoint the Director of Student Services to act on behalf of the Board of Education on all initial referrals of students with disabilities. The Director of Student Services or program designee shall assign an IEP team with expertise in assessing and developing services and programs for students with disabilities. All District special education programs and placement of District students with special education disabilities are under the direction and supervision of the Director of Student Services.

Within the parameters of state and federal laws governing the operation of programs for students with disabilities, there are due process safeguards for parent rights and appeal. The District's procedural safeguards notice is based on a model developed by the United States Department of Education with adaptations made by the Wisconsin Department of Instruction for use by Wisconsin school districts and other local education agencies. The District shall adhere to all such provisions. The notice, titled Special Education Procedural Safeguards: Rights for Parents and Children, is available through the office of the Director of Student Services.

Legal Ref.: Chapter 115, Subchapter V Wisconsin Statutes
Sections 118.13 (Pupil Discrimination Prohibited)
118.30 (Pupil Assessment)
121.54(3) (Transportation by School Districts)
PI 11, Wisconsin Administrative Code
Individuals with Disabilities Education Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
ESSA 2015

Approved: March 20, 2000
Revised: August 11, 2003
Revised: May 12, 2008

342.1

1st Reading: 1/11/17; 2nd Reading: 1/25/17

For Removal as is Incorporated into Proposed #342.

LOCAL AGENCY SPECIAL EDUCATION PROGRAM

The Board of Education is committed to providing a free and appropriate education to all school-age students with a special education disability within its jurisdiction in accordance with pertinent state and federal laws.

The District recognizes special education services are a part of the student's total educational program in the District and not a separate entity. The District also recognizes the legal requirement of educating students with special education disabilities in the least restrictive environment.

The District shall provide appropriate special education services to all students identified with special education disabilities in compliance with the Wisconsin Department of Public Instruction (DPI) Model Local Educational Agency Special Education Policies and Procedures (revised: November 2007).

All District special education programs and placement of District students with special education disabilities are under the direction and supervision of the Director of Student Services. Copies of the District adopted DPI Model Local Educational Agency Special Education Policies and Procedures are available through the office of the Director of Student Services.

Legal Ref.: Chapter 115, subch. V, Wisconsin Statutes
Sections 118.13 , 118.30,118.51, 118.52,121.54(3),121.78(3)
PI 11 Wisconsin Administrative Code
Individuals with Disabilities Education Act (as amended)
American With Disabilities Act of 1990
Section 504
Rehabilitation Act of 19973
No Child Left Behind Act of 2001

1st Reading: 11/17/17 2nd Reading: 1/25/17

Approved: 8-11-03

IDEA (Individuals With Disabilities Education Act) TEAM PROCESS SUMMARY

342.11
- - For Removal - -
321A

TASK/FORMS	WHAT IS DONE	WHO IS RESPONSIBLE	COMMENTS
REFERRAL Form A-1 (optional for reevaluations)	School personnel & others required to make a referral under 115.777 inform the child's parent that a referral is going to be made before submitting the referral.	Any school personnel and others required to make a referral under 115.777 must make a referral if they reasonably believe a child is a child with a disability	Referral must be in writing (A-1 or other means) and must include the name of the child and the reasons why the person believes that the child is a child with a disability. LEA documents and dates referral when received.
INITIAL EVALUATION Form A-2 ¹	Parents notified of referral and appointment of IEP team; asked to give consent for evaluation; given procedural safeguards.	LEA (Local Education Agency)	IEP team includes: parents, at least 1 regular ed. teacher of the child, at least 1 special ed. teacher (or where appropriate, special ed. provider of the child) LEA representative, individual who can interpret the evaluation results (may be one of the above); the child whenever appropriate, others who have knowledge or special expertise about the child including related services personnel as appropriate. Notice includes qualifications of IEP team participants and names if known.
Form A-3 (no additional data) Form A-4 (additional data) Form I-1 (as needed) Form A-9 (if meeting held)*	Identify existing data, including information from the parent; determine if additional data needed. Parents notified of determination.	IEP Team (Individualized Education Plan). LEA provides notice	Parents participate in decision and are notified of determination. If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, & their names if known. IEP team meeting optional.
	Administer tests & other evaluation materials as may be needed.	IEP Team participants who will be administering tests and other evaluation materials	
	Prepare participant summary of findings that will assist with program planning.	IEP team participants who conduct additional assessments, tests, or other eval. materials	Intent is that the summary include the educational implications of the assessment results, and that the summary be brief (generally, no more than one pg.).
Form A-9 ¹ *	IEP team meets and determines eligibility for special education. Parents participate in determination	IEP Team LEA provides meeting notice	"Child with a disability" means a child who by reason of any impairment listed in 115.76(5) needs special education and related services.
Child found to be a child with a disability Forms I-1 through I-7 as needed	Prepare evaluation report. Ask IEP team participants if they would like a copy of the report or additional time before developing the IEP.	IEP Team LEA	If determined child is a child with a disability, document determination of eligibility.
Child found not to be a child with a disability Forms I-1 through I-8 as needed, and Form A-5	If determined child is <u>not</u> child with a disability, parents given notice of findings and evaluation report.	IEP Team LEA	If determined child is <u>not</u> a child with a disability, identify educational needs and any services offered by LEA or others that may benefit child.

TASK/FORMS	WHAT?	WHO?	COMMENTS
REEVALUATION Form A-6 ¹	Notify parents of intent to reevaluate and appointment of IEP team. Procedural safeguards given.	LEA	Reevaluation occurs when conditions warrant, parent or teacher requests, but at least once every three years.
Form A-7 (no additional data). Form A-8 (additional data needed) Form I-1 (as needed) Form A-9 (if meeting held) ^{1*}	Identify existing data (including information from the parent) and determine if additional data needed. Parents notified of determination.	IEP Team LEA provides notice	Parents participate in decision and are notified of determination. If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, and their names, if known. IEP team meeting optional.
Form A-8	Obtain consent if additional tests or other evaluation materials need to be conducted.	LEA	If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, and their names, if known.
	Administer tests and other evaluation materials as needed	IEP Team participants who will be administering tests and other evaluation materials	
	Prepare participant summary of findings that will assist with program planning	IEP team participants who conduct additional assessments, tests, or other evaluation materials	Intent is to summarize educational implications of tests and other evaluation conducted, and that summary be brief (generally no more than one page)
Form A-9 ^{1*}	IEP Team meets and determines continuing eligibility for special education or additional needs.	IEP Team LEA provides meeting notice	"Child with a disability" means a child who by reason of any impairment listed in 115.76(5) needs special education and related services.
Child found to be a child with a disability Forms I-1 through I-7 as needed.	Prepare evaluation report. Ask IEP team participants if they would like a copy of the report or additional time before developing the IEP.	IEP Team LEA	If determined that child continues to be a child with a disability, document determination of eligibility.
If child found not to be a child with a disability Forms I-1 through I-8 as needed, and Form A-5	Prepare evaluation report. Parents receive notice of findings and the evaluation report.	IEP team LEA	If determined child does not continue to be a child with a disability, identify educational needs and identify programs that may benefit the child.

TASK/FORMS	WHAT?	WHO?	COMMENTS
IEP Form I-2 Forms I-9 through I-15 as needed.	IEP team develops IEP.	IEP Team	Includes present levels of performance; annual goals incl. benchmarks or short-term objectives; projected dates, frequency; location, duration of special ed., related services, and supplementary aids and services; explanation of extent to which the child will not participate with nondisabled peers; participation in statewide and districtwide assessments; transition for ages 14 and 16; how progress toward annual goals will be measured and reported to parents; transfer of rights at age of majority; consideration of special factors
PLACEMENT Form I-16 and I-17	Placement decision made to implement IEP. Consent required for initial placement. Copy of evaluation report given to parents if not already requested. Annual notice for continuing placement. Copy of IEP provided with placement notice.	IEP Team LEA	Placement includes school building and LEA.

NOTES:

¹Procedural Safeguards: A Procedural Safeguards Notice is sent upon initial evaluation (Form A-2), with notice of reevaluation (Form A-6), and with any invitation to an IEP team meeting (Form A-9). The written notice includes a full explanation of procedural safeguard in accordance with 115.792 written so it can be easily understood by the general public and in the parents' native language, unless it is clearly not feasible to do so.

*IEP Team Meetings: Whenever there is an IEP team meeting, parents must be notified in writing prior to the meeting. The meeting is held at a mutually agreeable time and place. Notice includes the purpose of the IEP team meeting, date, time and location. Parents have the right to bring other people who have knowledge or special expertise about their child to the meeting. (DPI Form A-9).

LEA (Local Education Agency)

IEP (Individualized Education Plan)

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 9, COMMITTEE MEETING						
#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action	
					YES	NO
1	Beth Oswald	Part 1 - All Staff	Pg. 26, Section 5, 5.01 - Payroll Cycle - Pay Periods	Yes		
2	Mandi Firgens, Dave Kopf, Greg Vossekuil	Part 1 - All Staff	Pg. 26, Section 5, 5.01 - Payroll Cycle - Pay Periods	No		
3	Melissa Hammann, Jane Oberdorf	Part 1 - All Staff	Pg. 30, Section 9, 9.01 - 9:03 - Jury Duty	Yes		

Clerical Items -

Remove any reference to policy # 529.2 - Jury Duty.

12/22/16

January 9 proposed changes for committee

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, January 9, 2017, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: John Rasmussen, Brian Benson, Melissa Hammann, Michelle Klopp, Jerry Roth, Steve Scherber, and Mark Schwartz. Absent: Keith Hennig and Catherine Schuett. Others in attendance: Kelly Mosher.

Appoint Someone to Take the Minutes

Ms. Mosher volunteered to take the minutes.

Approve October 3, 2016, Minutes

Motion by Mr. Scherber, seconded by Ms. Hammann, moved to approve the October 3, 2016, minutes, as presented. Motion carried, voice vote.

Review

Policy #152 – Employee Handbook, Appendix A, Employee Handbook Proposed Change Form, and Employee Handbook Clerical Items guide sheet. Same as in previous meeting.

Review Suggested Employee Handbook Changes From Each Employee Group Representative, District Office, and Policy Committee

#1 – Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods and #2 – Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods – Mr. Roth presented these two suggested language changes and pointed out the differences between the two. Discussion. Consensus to recommend to the Board to approve request #1 and deny request #2.

#3 – Part 1, All Staff, Pg. 30, Section 9, 9.01-9:03, Jury Duty – Ms. Mosher presented suggested change. Policy #529.2 – Jury Duty has been eliminated from the Policy Manual. Discussion. Consensus to recommend to the Board for approval.

Clerical Items – Ms. Mosher suggests removing any reference to policy #529.2 – Jury Duty, as has been removed from the Policy Manual. Consensus to remove as clerical item.

Next Meeting Date

Reminder that the next meeting will be Monday, March 13, 4:30 pm.

Adjourn

Motion by Mr. Roth, seconded by Mr. Scherber, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 4:51 pm.

Submitted by Kelly Mosher, District Administrative Assistant

Approved: _____, Chair
John Rasmussen

Approved: _____

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Beth A. Oswald

Employee Handbook Part: Section 5, Pay Periods

Employee Handbook Page/Section/Section #: Section 5, 5.01 & 5.02, page 26,

Suggested Revision:

Salaried employees should be given the choice of either 20 or 24 pay periods annually, to be paid bi-monthly on the 10th and 25th of each month (September - June for those choosing 20 pays, or September - August for those choosing 24 pays).

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

In the spirit of its Mission Statement, if we want our district to play an "active partnership with families and the community" we must start with our own employees. Teachers' family budgets and their and economic impact in the community will likely suffer during the months they do not receive paychecks. As salaried employees, teachers should not have to feel economic hardship by being paid only during the school year, yet almost 78% have said that is the case with only 20 payroll dates. Salaried employee payroll should not be terribly costly to calculate or distribute through the required direct deposit process, as it is computerized. Additionally, the District Vision Statement calls for "Highly Effective Staff." Staff will likely be more effective if they are not financially stressed and can focus on what is important - teaching our students.

*(The 78% of staff mentioned in this section refers the the results of a 2013 survey sent by the district.)

DISTRICT OFFICE USE ONLY

Form received: 2-21-16 kr

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost No additional cost to the District. Teachers Do have this option now, with July & August paychecks given to

Impact and Amount: them at the end of June. *A Swanson*

Legal Impact: None *A Swanson*

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Mandi Firgens, Dave Kopf, Greg Vossekuil

Employee Handbook Part: Section 5: Pay Periods

Employee Handbook Page/Section/Section #: Page 26 / Section 5

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

Teachers shall have their wages annualized over 26 pay periods beginning July 1 of each year and ending June 30 of each year. Teachers will receive pay every other Friday during the fiscal year.

DISTRICT OFFICE USE ONLY

Form received: 12-20-16 Km

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: No additional cost to the District - would not start this fiscal year.

Legal Impact: None - May impact teachers pay for retirement in the first year.
S. Swanson

#2

Section 5 PAY PERIODS

Refer to State Statutes 109.03(1)(b)

5.01 Payroll Cycle

A. School Year Employees:

1. Teachers: Teachers shall have their wages annualized over 20 or 24 pay periods beginning September 10 of each year and ending June 30 of each year. Teachers will receive pay on the 10th and 25th of each month. ~~Teachers who chose 24 pay periods will receive six (6) direct deposits of pay in June (10th and 25th) and four (4) additional days in June to be determined.~~ *25 or Aug 25*
2. Hourly Employees: Hourly employees will be paid bi-monthly on the 10th and 25th of each month.

- #### B. Calendar Year Employees:
- All employees scheduled to work the calendar year will be placed on the twenty-four (24) pay period cycle. Pay dates will be the 10th and 25th of each month.

5.02 Payroll Dates

If the payday falls on a Saturday, Sunday or a holiday, employees will be paid on the previous business day prior to the tenth (10th) or twenty-fifth (25th).

5.03 Direct Deposit Payment Method

The District will pay all employees through direct deposit on each pay date. Employees may change financial institutions at any time.

5.04 Definitions for Payroll Purposes

A day shall run from 12:00 midnight (a.m.) to 11:59 p.m.

5.05 Salary Deferrals –Tax Sheltered Annuities (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").

#1 + #2

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Melissa Hammann/Jane Oberdorf

Employee Handbook Part: Part 1 - All Employees

Employee Handbook Page/Section/Section #: pg. 30, Section 9, 9.01-Jury Duty-9.03

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

See attached sheet

DISTRICT OFFICE USE ONLY

Form received: 10-24-16 rkr

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: None S. Adams

Legal Impact: None S. Adams

Section 9 - JURY DUTY LEAVE – pg. 30

CURRENT:

9.01 Jury Duty

Refer to Policy 529.2 – Jury Duty Leave

9.02 Employee Notice

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also the employee is expected to contact his/her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

Refer to Policy 529.2 – Jury Duty Leave

PROPOSED NEW LANGUAGE:

9.01 Jury Duty

Employees shall be granted time off with pay to report for jury duty. Employee must return to work if not required to be present for jury duty for the entire workday.

9.02 Employee Notice

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also the employee is expected to contact his/her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

Compensation received for jury duty (exclusive of travel pay or pay for jury duty on non-school days) shall be turned into the Payroll Department in the District Office.

An employee shall be allowed to appear in court when receiving a subpoena without loss of pay. This time missed from his/her duties shall be taken from personal business days or sick leave days if personal business days are not available. If the appearance is school related, no missed time will be taken from the staff member's personal business days or sick leave days.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Special Meeting/Financial Retreat Agenda

Saturday January 28, 2017

8:00 am

District Board and Training Center

340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig

II. Information & Discussion:

- A. Architectural Firm Agreement.
- B. School Finance Presentation.
- C. Baird Forecast Model.
- D. Budget Development Process Review.
 - 1. Review Staff Input Information.
- E. 2017-2018 Budget Discussion.
 - 1. Current/New Expenses for 2017-2018.
 - 2. Current/New Revenue Affecting the 2017-2018 Budget.

III. Business (Action Item):

- A. Approval of Architectural Firm Agreement.
- B. Approval of 2017-2018 Open Enrollment Class Limits for General Education.
- C. Approval of 2017-2018 Open Enrollment Limits for Special Education.

IV. Adjourn.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, February 8, 2017

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
Eric Busse Jane Oberdorf HS Board Rep Emmeline Roth
John Rasmussen Keith Hennig HS Board Rep Ava Parker

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- School Bus Driver Week – February 13 – 17, 2017
- Open Enrollment – February 6 – April 28, 2017

IV. Public Presentations.

V. Information & Discussion:

- A. High School Student Board Representatives Report.
- B. Second Friday January Attendance Report.
- C. 2018 Potential Referendum Update.
- D. Second Reading of Employee Handbook Suggested Proposed Changes:
 - #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
 - #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
 - #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
 - #4. Clerical Items.
- E. First Reading of Policies:
 1. #363-Access to Educational Technology.
 2. #363.2/554-Acceptable use and Internet Safety Policy for Students, Staff and Guests.
 3. #363.3-Assistive Technology (Technology Concerns for Students With Special Needs).
 4. #375-Activities When School is Cancelled or Not In Session.
 5. #723.3-Emergency Closings.
- F. Second Reading of Policies:
 1. #352-School Sponsored Excursions.
 2. #352.1-Overnight Excursion Regulations.
 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 4. #352.2 (#352.3)-Planning and Supervision of School Trips.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Staff Changes:

- VIII. Consent (Action Items):
 - A. Approval of Policies:
 - 1. #342-Programs for Students With Disabilities.
 - 2. #342.1-Local Agency Special Education Program.
 - 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.
 - B. Approval of January 25, 2017, Regular and January 28, 2017, Special Meeting Minutes.
 - C. Approval of January Bills.
- IX. Future Agenda – February 22, 2017, Regular Meeting Agenda.
- X. Executive Session – Discuss District Administrator Evaluation.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

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Posted: 1/4/17